



COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE
REFER TO FILE: **C-1**

March 17, 2005

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**ADOPT AND ADVERTISE
DESCANSO GARDENS SLOPE STABILIZATION PROJECT
CAPITAL PROJECT 69202
SUPERVISORIAL DISTRICT 5
3 VOTES**

**JOINT RECOMMENDED WITH THE CHIEF ADMINISTRATIVE OFFICER AND
DIRECTOR OF PARKS AND RECREATION THAT YOUR BOARD:**

1. Find that this project is exempt from the provisions of the California Environmental Quality Act.
2. Approve the project and adopt the plans and specifications for the construction of Descanso Gardens Slope Stabilization Project, in the City of La Canada-Flintridge (5), at an estimated cost of \$135,000.
3. Call for bids to be received on May 3, 2005.
4. Instruct the Executive Officer of the Board of Supervisors to advertise the project and to seal and return the plans and specifications to Public Works for filing.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended actions will stabilize and control erosion on a slope within the Descanso Gardens located in the City of La Cañada-Flintridge.

The proposed project is located within the gardens adjacent to the Boddy House. The slope has eroded due to the soil becoming saturated from a broken waterline. The Descanso Gardens Guild, in an effort to reduce further erosion, designed and implemented the Tea Plantation Garden which included a walking path, seat benches, and landscaping.

In the fall of 2003, Public Works was requested to design the remediation of the slope failure area based upon the completed geotechnical report. The proposed project provides for the removal of two existing oak trees and hillside grading; installation of a subdrainage system; and construction of a concrete gutter, landscaping, and irrigation. Further, the Garden staff will be relocating the existing Tea Plantation Garden plants to the Japanese Garden. Upon the completion of the slope remediation project, the Tea Plantation Garden will be reestablished with plants which are identified as being within the hillside restoration guidelines.

The proposed project design is now complete and has been reviewed and approved by the Department of Parks and Recreation, the Descanso Gardens Guild Arborist, and the Consolidated Fire Protection District Forestry Division. It is recommended that your Board approve the proposed project plans and specifications and authorize advertising for construction bids in order to begin implementation of the project during the summer of 2005 to be completed before the beginning of the rainy season in the fall of 2005. Upon receipt of construction bids and determination of the apparent lowest responsive and responsible bidder, it is anticipated that an award of a construction contract will be before your Board in May 2005.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the County Strategic Plan Goal of Service Excellence and Fiscal Responsibility by providing slope remediation to allow visitors to use this area of the Gardens and effectively manage the resources we have to invest in public infrastructure.

FISCAL IMPACT/FINANCING

Public Works' fair construction cost estimate, without contingency, for the base construction contract is \$135,000. The revised total estimated project cost including design, plans and specifications, construction, contingency fund, County services, and project management totals are \$388,000.

The estimated project budget includes County services of \$130,000. Public Works has currently incurred costs of \$51,374 for design, geotechnical, and survey services. Sufficient appropriation is available in the Descanso Gardens Slope Stabilization Project (Capital Project No. 69202) of the 2004-05 Capital Project Adopted Budget.

The 1999-2000 Capital Project Adopted Budget included funding identified for slope stabilization projects at several parks throughout the County. Three slope stabilization projects have been completed. Descanso Gardens Slope Stabilization Project is the fourth of five slope failure projects. The remaining project is being evaluated and will be presented to your Board if and when plans and specifications are completed.

The Project Schedule and Budget Summary are included in the enclosure.

Operating Budget Impact

Upon completion of the project, the Department of Parks and Recreation does not currently anticipate any one-time or ongoing operating costs. The Descanso Gardens are operated by the Descanso Gardens Guild under a management agreement that limits the County's contribution to the facility's maintenance to a fixed annual amount.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The enclosed plans and specifications include the contractual provisions, methods, and material requirements necessary for this project. The contract agreement will be in the form previously approved by County Counsel.

As required by your Board, language has been incorporated into the project specifications stating that the contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws.

ENVIRONMENTAL DOCUMENTATION

This project is categorically exempt under California Environmental Quality Act Guidelines, Section 15269(c), and under Class 1, Subsection (i), of the revised County Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987.

CONTRACTING PROCESS

This project will be contracted on an open competitive bid basis. The contract will be awarded to the lowest responsible bidder meeting the criteria established by your Board and the California Public Contract Code.

To increase contractor awareness of our program to contract work to the private sector, this project will be listed on the County website for upcoming bids.

The project specifications contain provisions (1) requiring the contractor to comply with the County's Child Support Compliance Program, (2) requiring the contractor to report solicitations of improper consideration by County employees and allowing the County to terminate the contract if it is found that the contractor offered or gave improper consideration to County employees, (3) requiring the contractor to comply with the requirements of the County's Contractor Employee Jury Service Program, and (4) requiring the contractor to comply with the Newborn Abandonment Law (Safely Surrendered Baby Law).

The project specifications also contain a provision that, should the contractor require additional or replacement personnel to fill employment openings, consideration shall be given to hiring qualified participants in the County's Greater Avenues for Independence or General Relief Opportunities for Work Programs.

To ensure that the contract is awarded to a responsible contractor with a satisfactory history of performance, bidders are required to report False Claims Act violations, labor law/payroll violations, debarments, their civil litigation history, and information regarding prior criminal convictions. The information reported will be considered before making a recommendation to award.

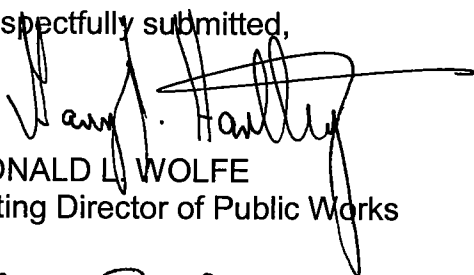
IMPACT ON CURRENT SERVICES (OR PROJECTS)

Construction and remediation of the slope will temporarily disrupt normal usage of only the affected area within the Gardens. The project is currently scheduled to be completed within a 45 working day period. It is estimated that the plant relocation work will start in June, site construction will begin in July, and the entire project will be completed in September 2005. The proposed project will not impact current services provided since the Gardens will remain open during construction.

CONCLUSION

Please return one adopted copy of this letter to the Chief Administrative Officer (Capital Projects), Parks and Recreation, and Public Works.

Respectfully submitted,


DONALD L. WOLFE
Acting Director of Public Works


DAVID E. JANSSEN
Chief Administrative Officer


RUSS GUINEY
Director of Parks and Recreation

CQ:tn

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Enc.

cc: County Counsel
Department of Public Social Services (GAIN/GROW Program)
Office of Affirmative Action Compliance

March 17, 2005

ENCLOSURE

**ADOPT AND ADVERTISE
DESCANSO GARDENS SLOPE STABILIZATION PROJECT
CAPITAL PROJECT 69202**

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Schematic Design	03/15/04*
Design Development	02/22/05*
Construction Documents	02/28/05*
Jurisdictional Approvals	03/01/05*
Construction Contract Award	05/31/05
Construction Start	07/01/05
Substantial Completion	09/02/05
Final Acceptance	10/15/05

* Indicates completed activity.

II. PROJECT BUDGET SUMMARY

Budget Category	Board Approved Budget
Land Acquisition	N/A
Construction	
(a) Construction	\$135,000
(b) Change Orders	<u>20,000</u>
Subtotal	\$155,000
Landscape Relocation/Reinstallation and Irrigation	\$ 76,000
Plans and Specifications	\$ 64,000
Unforeseen Site Conditions	\$ 12,000
Consultant Services	\$ 0
Miscellaneous Expenditures	\$ 10,000
Jurisdictional Review and Plan Check	\$ 5,000
County Services *	\$ 66,000
Total Project Budget	\$388,000

* County Services include Public Works survey, geology, soils testing, construction engineering, and contract administration.

DESCANSO GARDENS SLOPE STABILIZATION PROJECT
INSTRUCTION SHEET FOR PUBLISHING LEGAL ADVERTISEMENT

From: Department of Public Works
Construction Division

PUBLISHING

In accordance with Section 20392 of the Public Contract Code:

Publish: At least ten consecutive times, prior to the date set for opening bids, in a daily newspaper of general circulation printed and published in the County and designated by the Board, or for at least two consecutive times prior to such date in a weekly newspaper printed and published in the County and designated by the Board.

Time Limitation: To open bids in five weeks.

NOTICE INVITING BIDS

Sealed Bids will be received by the County of Los Angeles Department of Public Works, Construction Division, for the slope stabilization including grading, installation of a subdrainage system, construction of a portland cement concrete gutter, and other appurtenant work under Project ID No. DESHWY2951, Descanso Gardens Slope Stabilization Project, in the City of La Cañada-Flintridge.

The Bids must be submitted at the Cashier's Office, located on the Mezzanine level, 900 South Fremont Avenue, Alhambra, California 91803-1331, before 11 a.m. on Tuesday, May 3, 2005. The Bids will then be publicly opened and read in Conference Room A or at the location posted in the main lobby.

A mandatory prebid meeting for this Contract will be held at 9:30 a.m. on Wednesday, April 20, 2005, at the main entrance of the project site: 1418 Descanso Drive, La Cañada-Flintridge, California 91011 (Thomas Guide page 535-A5). Attendance at this meeting is mandatory for award of the Contract.

The Work shall be done in accordance with the Plans and Specifications on file and open for inspection at the County Board of Supervisors Executive Office and the Department of Public Works. The Work is estimated to cost between \$130,000 and \$150,000 and shall be completed in 45 working days. The Work requires a California Class A or C12 contractor's license. Prebid questions regarding the Plans and Specifications should be directed to Ms. Christine Quirk at (626) 458-3199. **Prebid questions will not be accepted after 5:30 p.m., Tuesday, April 26, 2005.**

The Bids must be submitted on the Proposal forms included in the Bidder's package of the Contract Documents, which may be purchased for \$15, if picked up at the aforementioned Cashier's Office, (626) 458-6959, Monday through Thursday between 7 a.m. and 5:30 p.m., or for \$19, if mailed, which includes postage and handling.

Each Bid must be accompanied by a certified check, cashier's check, or surety bond payable to Los Angeles County in an amount equal to at least 10 percent of the Bid to guarantee that the Bidder will enter into the Contract if it is so awarded.

All persons performing the Work shall be paid not less than the General Prevailing Wage Determination prepared by the Director of Industrial Relations pursuant to the California Labor Code. Copies of these wage rates are available at the Department of Public Works.

The Bid must provide full disclosure of False Claims Act violations, labor law/payroll violations, debarments, and civil/criminal legal actions as provided for on the forms included as part of the Proposal. Failure to complete these forms may result in a determination that the Bidder is nonresponsive and/or not responsible.

The Contract, if awarded, will be awarded to the lowest responsive and responsible Bidder; however, the Board of Supervisors reserves the right to reject any and all Bids.

A responsible Bidder is a Bidder who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity, and experience to satisfactorily perform the Contract. It is the County's policy to conduct business only with responsible contractors.

The successful Bidder will be required to fully comply with all applicable State and Federal reporting requirements relating to employment reporting for its employees and comply with all lawfully served Wage and Earnings Assignment Orders and Notice of Assignment and continue to maintain compliance throughout the duration of the Contract. Failure to comply may be cause for termination of the Contract or initiation of debarment proceedings.

The successful Bidder will be required to submit a faithful performance bond, payment bond, liability insurance, and workers' compensation insurance with the Contract.

As provided for in Section 22300 of the California Public Contract Code, the Contractor may substitute securities for any monies withheld by the Department of Public Works to ensure performance under the Contract, or enter into an escrow agreement for payment of such monies to an escrow agent.

Para mas informacion con relacion a esta noticia, por favor llame a este numero (626) 458-3118. Nuestras horas de oficina son de 7 a.m. a 5:30 p.m. de Lunes a Jueves.

Each person by submitting a response to this Notice Inviting Bids certifies that such Bidder and each County lobbyist and County lobbying firm, as defined by Los Angeles County Code Section 2.160.010, retained by the Bidder, is in full compliance with Chapter 2.160 of the Los Angeles County Code.

The County supports and encourages equal opportunity contracting.

By order of the Board of Supervisors of the County of Los Angeles, State of California.

Dated March 29, 2005.

Violet Varona-Lukens
Executive Officer
of the Board of Supervisors

CQ:tn

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